

ELECTRONIC RECORDS RETENTION & DESTRUCTION ADVISORY COMMITTEE

Rules for conducting committee business

1. Decision-Making

Committee decisions will be made by consensus or majority vote when a quorum is present. A numerical vote will be recorded unless the decision is unanimous.

2. Quorum Policy

The minimum number for a quorum of members is 50 percent plus one member. Attendance may be in-person, telephonically, or by videoconference when available. The chair may require that members attend certain meetings in person.

3. Proxy Policy

Committee members may send proxies to attend meetings when necessary and with proper notification to the chair. The attached form is available for this purpose.

- A proxy has all the responsibilities of a member, including voting power.
- There is no limit on the number of times a member can send a proxy.
- A member may not also serve as a proxy.
- Proxies are included in the count of members present to determine a quorum.

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Proxy Designation Form and Instructions

Appointed members of the committee are responsible for providing materials to and thoroughly briefing their proxy designees. Members may either complete this form or provide the information indicated below in a similar fashion or by email. Proxy designations should be sent to:

Melinda Hardman, Committee Staff, Administrative Office of the Courts

Phone number: (602) 452-3453

Fax number: (602) 452-3659

E-mail: mhardman@courts.az.gov

Please send the information at least one week prior to the meeting that the proxy will be attending.

To: Marcus Reinkensmeyer, Chair
c/o Melinda Hardman, Committee Staff

I (please print your name), _____,
will be absent from the Electronic Records Retention & Destruction Advisory Committee
meeting scheduled for _____. Accordingly, I designate
the following individual to act as my proxy for this meeting:

Name of proxy: _____

E-mail address: _____

Telephone number: _____

Date

Signature